



Preschool & Children's Program Instructors

Community Services Department

Position Summary

The Town of Milton's Community Services Department is currently accepting applications for the part-time seasonal position of Preschool and Children's Program Instructor. The ultimate goal of this position is to plan and deliver a top quality, daily recreation program for children, ensuring that the activities are safe, fun and appropriate for the age groups in which they are delivered.

Major Job Responsibilities

- Lead a group of approximately 10 to 15 children of varying ages
- Ensure a safe and well-supervised learning environment for children
- Create a welcoming and positive atmosphere for children to excel and make friends
- Follow policies and procedures as outlined in the staff manual in all decision making, program planning and public relations
- Establish positive relationships and work cooperatively with staff and participants in maintaining a high level of morale and ensuring clear communications
- Attend all mandatory staff functions: training, weekly meetings, site clean-ups and all allocated program times
- Report all minor and major accidents, problems and disturbances, incidents and site damage to your supervisor, ensuring all appropriate forms are filled out accurately and completely
- To conduct oneself accordingly, with a strong sense of professionalism, responsibility and genuine interest in the program and the participants
- Perform all other duties as required by the Supervisor, Recreation

Education and Experience

- Valid Standard First Aid and CPR Level "C"
- Current Criminal Record Check/Vulnerable Screening
- High Five Certification (Principles of Healthy Child Development)
- Enthusiastic personality and the ability to relate warmly to children
- Experience working with children in a recreational setting an asset
- Early Childhood Education or Recreation & Leisure an asset
- Flexible and adaptable in program planning
- Experience with special needs an asset

Starting Hourly Rate: \$10.46 per hour

Interested applicants should submit a resume to:

Town of Milton, Department of Corporate Services,
150 Mary St., Milton, Ontario L9T 6Z5
Attention: Coordinator, Human Resources

Fax: 905-875-5414

E-mail: humanresources@milton.ca

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

An Equal Opportunity Employer